

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-302

OPEN TO: All Interested Candidates

POSITION: **Motor Pool Supervisor** (NAS), FSN-6, FP-8*

POSITION NO: NAS-25

WORK HOURS: Full-time; 48 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 44, 737 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
*Ordinarily Resident: Rs.665, 099 p.a. (Starting salary)
(Position Grade: FSN-6)

OPENING DATE: December 1, 2010

CLOSING DATE: December 14, 2010

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Motor Pool Supervisor in the Narcotics Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent supervises and schedules drivers and manages the maintenance program for NAS vehicles. Manages written (e-mail) and verbal transportation requests from NAS personnel for official and unofficial use of motor pool vehicles. Performs back up duties of NAS LE Staff secretary and provides clerical support in his/her absence. May require driving one of the NAS vehicles and filling in for chauffeurs on leave. Perform other related duties as assigned by the NAS Management Officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of twelve year of education is required.

2. EXPERIENCE: Two years experience as a chauffeur, motor pool dispatcher or transportation related experience is required.

3. LANGUAGE: Level III (good working knowledge) Reading/Writing/Speaking English, level IV (fluent) Reading/Writing/Speaking Urdu and level II (limited knowledge) Reading/Writing/Speaking Punjabi are required.

4. KNOWLEDGE: Incumbent must have an excellent knowledge of Islamabad's roads, traffic patterns and current traffic regulations. Good knowledge of automobile operation, safety, and maintenance.

5. ABILITIES & SKILLS: The incumbent must be computer literate in MS Office, internet & email with good typing speed. Tactics to handle phone calls and skills to manage time is required. Must possess a valid Pakistani LTV driving license.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 14, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.